



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** **BUDGET TECHNICIAN** (Provisional\* Appointment)

**SALARY:** \$31,421 - \$40,466 annually

**LOCATION:** Monroe County Department of Parks

### **JOB SUMMARY:**

This is a staff position responsible for performing a variety of budget and financial related activities for a county department or town, village, or school district. Duties include budget development, budget monitoring, financial record keeping, preparation of financial reports and/or payroll administration. This position differs from Assistant Budget Technician by virtue of performing more complex duties independently such as ensuring expenses are properly allocated, expenditure tracking, and reporting on spending trends as opposed to assisting staff with these duties. The employee reports directly to, and works under general the supervision of a Senior Budget Technician or other higher level staff member. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's or Master's degree in Business Administration, Public Administration, Accounting, Economics, Finance, Mathematics, Statistics, or a closely related field; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned above, plus two (2) years paid full-time or its part-time equivalent experience in accounting, budget activities, or financial activities; OR,
- (C) Four (4) years paid full-time or its part-time equivalent experience as described in (B) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

In addition to the minimum/additional qualifications the following factors will be considered:

- Time and Attendance Record
- Performance Evaluations

### **SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**Send Civil Service Application to:**

LEAH JAHNA, PARKS PERSONNEL (753-7282)  
MONROE COUNTY PARKS DEPARTMENT  
171 RESERVOIR AVENUE  
ROCHESTER, NEW YORK 14620

**Posting Date:** May 29, 2015

**Posting Deadline:** June 12, 2015

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.